

VACANCY APPLICATION FORM

FRA is an equal employment opportunity provider.

Kindly note that only short listed candidates will be contacted for interviews.

Should you not receive any formal acknowledgement of your application from FRA within 5 weeks of lodging your application, it is deemed to be unsuccessful.

We thank you for considering FRA as a potential employer and wish you well.

POSITION YOU ARE APPLYING FOR	
VACANCY REFERENCE NUMBER	
SUITABLE START DATE <small>Alternatively you may provide the duration of your notice period</small>	
SALARY EXPECTATION (FJD)	

EMPLOYEE PERSONAL DETAILS				
Courtesy Title	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Miss. <input type="checkbox"/>	Ms. <input type="checkbox"/>
Name	First Name	Middle Name(s)	Surname	
Home Address				
Postal Address				
Telephone Contact	Mobile		Landline	
Email Address				
Date of Birth (dd/mm/yy)			Citizenship	
Status	Married / Partner <input type="checkbox"/>		Single <input type="checkbox"/>	Divorced <input type="checkbox"/>
Driving License	Number		Auto <input type="checkbox"/>	Manual <input type="checkbox"/>
	Class		Full <input type="checkbox"/>	Provisional <input type="checkbox"/> Learner <input type="checkbox"/>
Defensive Driving	Certificate Number		Date Completed	

MEDICAL INFORMATION	
<i>(This information is strictly confidential and will only be referred to in a medical emergency involving you).</i>	
Do you have any medical condition which may adversely affect your ability to perform this role?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Illness and Allergies Declaration ?	

Do you any traffic / criminal convictions or pending cases against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If answered 'Yes', please provide details		

Are you related to any FRA Staff, Contractor, Sub-Contractor, Consultant or Board Member?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details.		
Name of Person & Designation	Relationship	
.....	
.....	
.....	
.....	

TERTIARY EDUCATION <i>(relevant to the position applied for and in order of highest qualification)</i>				
PROGRAMME / INSTITUTION	MAJOR	MINOR	DATE COMPLETED	GPA

Applicants must attach certified copies of all certificates and academic transcripts stated above.

OTHER RELEVANT TRAININGS / ACCREDITATIONS <i>(relevant to the position applied for)</i>		
PROGRAMME / INSTITUTION	INSTITUTION	YEAR

CONTINUING STUDIES	
Are you currently pursuing further studies or intend to take up further studies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details.	

EMPLOYMENT BACKGROUND <i>(In order of recent to the oldest)</i>			
Employer	Position	Start and End Dates	Reason For Leaving

MEMBERSHIPS WITH PROFESSIONAL BODIES <i>(relevant to the position applied for)</i>		
Professional Body	Membership Number	Duration

NAME AND ADDRESS OF 3 WORK RELATED REFEREES (Must someone who you reported to and must not be related to the applicant)			
	REFEREE 1	REFEREE 2	REFEREE 3
Name			
Position and Organization			
Capacity in which referee is known to applicant			
Immediate Phone Contact			
Email address			

CANDIDATE DECLARATION	
<p>I _____ declare that the information provided in this Form is true and correct. I understand that providing inaccurate, misleading, untrue statements or knowingly withholding information renders me liable for Summary Dismissal from FRA. I understand that this Application does not constitute an offer of employment. I authorize the FRA to make any enquiries considered necessary to verify the information provided by me in this declaration.</p>	
<p>..... Signature</p>	<p>..... Date (dd/mm/yy)</p>

Attachments Checklist

- | | | |
|---|------------------------------|-----------------------------|
| 1. Detailed CV attached | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Certified copy of Transcripts and Certificates | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Additional Pages utilized | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Applications are to be emailed to recruitment@fijiroads.org.

Subject of the email should be 'Vacancy: - *State the position advertised*'.

Late applications will not be considered. Only shortlisted candidates will be contacted.